



Indiana Department of Education

SUPPORTING STUDENT SUCCESS

MEMORANDUM

TO: Superintendents
English Language Learner (ELL)/Language Minority Central Points of Contact

FROM: Lauren Harvey, Coordinator of English Language Learning & Migrant Education
Division of Differentiated Learners

RE: DOE-LM data collection

DATE: August, 2010

The 2010-11 English Language Learners and Immigrant Students (DOE-LM) data collection window to report all English language learner (ELL) or immigrant students is approaching. Again this year, the DOE-LM will be a "point-in-time" collection and students must be reported by the school where they were enrolled on October 1, 2010. **All accredited public, nonpublic and freeway schools are required to participate.** The collection period will begin on October 12, 2010 and will last until November 7, 2010. The 2010-11 data collection will include English proficiency level data submissions reflecting the Spring 2010 LAS Links or Fall 2010 Placement Test results for each ELL student. **Records falsely asserting that the student was assessed with LAS Links will no longer be accepted. The "Instrument Used" (Field 6) now has an additional code for students "Not assessed as required."**

All students with a home/native language other than English should continue to be reported on the DOE-LM until they either leave the school corporation or graduate. The option to report "No Language Minority students" is found on the Collection Management screen. **This year, a starter download of all previously identified ELL/Immigrant students will be provided.** Collaboration between STN coordinators and ELL Central Points of Contact will be required to compile student data and review the DOE-LM reports.

Data can either be submitted in a file or by completing the Language Minority Input Form in the STN Application Center. The data layout, Frequently Asked Questions and other resources are available on the STN homepage at: <http://www.doe.in.gov/stn/Sections/LM/LM.html>. Please review the layout fields and notes sections in order to become familiar with the 2010-11 layout. **Note that ELL Status (formerly Field 4) and Special Education Status (formerly Field 14) have been removed.** During the collection period, schools must transfer the file, check the transfer results for errors, and check the reports found under Data Verification > Reports for accuracy. No paper signoff is required and **online signoff will be available throughout the collection window.**

DOE-LM data are used to determine allocations for the state Non-English Speaking Program and the federal Title III, Language Instruction for Limited English Proficient and Immigrant Students, program. Timeliness is crucial in ensuring the accuracy of future funding allocations. **Tardy submissions will require an explanation and plan of correction from your superintendent.** Failure by school corporations to submit data will result in forfeiture of funding.

An online WebEx Conference will be held on Monday, September 27, 2010, to review this collection. Technical questions related to the submission of data should be directed to the school corporation's STN system administrator. Questions regarding English language learner and immigrant students should be directed to the English Language Learning & Migrant Education at (317) 232-0555 or (800) 257-1677.